



## MEDICAL RECORDS ACCESS FORM

### Acknowledgment of Receipt of Notice of Privacy Practices (NPP)

By signing below, I acknowledge that I have been provided a copy of this Notice of Privacy Practices and have therefore been advised of how health information about me may be used and disclosed by the hospitals and the facilities listed at the beginning of this notice, and how I may obtain access to and control this information.

\_\_\_\_\_  
**Patient Name**

\_\_\_\_\_  
**Signature of Patient or Personal Representative**

\_\_\_\_\_  
**Print Name of Patient or Personal Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Description of Personal Representative's Authority**

**I was not able to obtain the patient's acknowledgement of receipt of the NPP upon registration because:**

- The patient refused to sign despite good faith efforts
- The patient was unaccompanied and not alert and oriented
- The patient was unaccompanied and needed emergency care
- Other, (explain): \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Employee Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Acknowledgement subsequently obtained, (see above).